



BY-LAWS



INSTITUTED - 18th DECEMBER, A.L. 5913
CHARTERED - - 27th MAY, A.L. 5914
CONSTITUTED - 6th JULY, A.L. 5914

Preamble

FOR the purpose of securing
order and regularity, and
with the view of promoting
harmony and decorum, the
brethren of

Zetland Lodge No. 83
G.R.A.

having revoked all former By-
laws pertaining to the govern-
ment of the Lodge, do now
enact the following By-laws:

By-Laws

REVISED NOVEMBER 15, A.L. 5920, A.D. 1920

REPRINTED SEPT. 9, 5930, A.D. 1930

1.—Name.

This Lodge shall continue to be known and designated as Zetland Lodge of Ancient, Free and Accepted Masons, No. 83 on the Register of the Grand Lodge of Alberta, in the Dominion of Canada.

2.—Duty to Grand Lodge.

This Lodge acknowledges the supremacy of the Grand Lodge of Alberta, and will at all times pay respect and obedience to its laws, rules, regulations and orders.

3.—The Work.

The Work practised by Zetland Lodge shall be that known as "The Canadian Work," which was originally derived from the United Grand Lodge of England.

4.—Meetings.

The Regular Meetings of the Lodge shall be held on the first Thursday* of every month, and on the Festival of St. John the Evangelist (or on the following day if such Festival fall on a Sunday) or on such day as the Grand Master may authorize by Dispensation for the Installation of Officers.

The hour for Regular Meetings shall be eight o'clock in the evening.

Emergent Meetings may be called at any time, at the discretion of the Master, as provided in the Book of Constitution.

*Approved by Alex. M. Mitchell, Grand Master, December 14th, 1928.

5.—The Officers of the Lodge.

The Officers of the Lodge shall be:

The Master.
The Senior Warden.
The Junior Warden.
The Treasurer.
The Secretary.
The Chaplain
The Registrar.
The Senior Deacon.
The Junior Deacon.
The Director of Ceremonies.
The Inner Guard.
The Senior Steward.
The Junior Steward.
The Organist.
The Tyler.

6.—Election and Appointment of Officers.

The annual election of Officers shall take place at the Regular Meeting immediately preceding the Festival of St. John the Evangelist, and after the regular business of the Lodge, except Work, has been transacted.

The Master, or presiding Officer, shall appoint three scrutineers, who shall examine the ballots and report the result to the Master.

Nominations shall be made for all elective offices. Except for the office of Tyler, all nominations must be in writing and must be in the hands of the Secretary before the commencement of that order of business dealing with the elections. No nomination of an absent Brother may be received unless his consent to nomination has been obtained.

No person, not a member of this Lodge, shall be eligible for election or appointment to any office, excepting that of Organist or Tyler.

A majority of ballots cast shall be required for an election to any office.

The elective officers shall be the Master, Senior Warden, Junior Warden, Treasurer and Secretary; and they shall be elected by written ballot. The Tyler and two Auditors shall be elected by open vote.

The Master shall, at his Installation, appoint a Chaplain, Registrar, Senior Deacon, Junior Deacon, Director of

Ceremonies, Inner Guard, Senior Steward, Junior Steward and Organist. He shall likewise appoint the Representatives to the Calgary Masonic Board of Relief, and to the Central Masonic Bureau.

7.—Installation

The Installation of the Master-elect, and investiture of the other officers elected and appointed, shall take place on the Festival of St. John the Evangelist (or on the following day if the Festival fall on a Sunday), or at such other time as decided by the Lodge and authorized by Dispensation of the Grand Master. They shall hold their respective offices until their successors have been duly elected or appointed and installed or invested.

8.—Duties of Officers.

The duties of the Officers shall be as set forth in the Book of Constitution, with the following additions:

The Master.

The powers, prerogatives and duties of the Master are not fixed by By-law, but are in accordance with immemorial custom and as agreed to at his Installation.

The Senior Warden.

The Senior Warden shall see to the safe and proper keeping and repair of the jewels, furniture and paraphernalia of the Lodge. Immediately after his investiture he shall make an inventory of such property, and deliver a copy of the same to the Secretary for entry in the Inventory Book provided for that purpose. A second copy shall be retained by him and kept up to date during his term of office, and at the expiration of the term shall be delivered to his successor in office.

The Junior Warden.

The Junior Warden, with the assistance of the Stewards and under authority of the Lodge, shall make the necessary arrangements for refreshments.

The Treasurer.

The Treasurer shall receive from the Secretary all moneys of the Lodge, giving his receipt therefor, and shall without delay

deposit the said moneys on call in a duly chartered bank in the City of Calgary (such bank to be designated by the Lodge). The account shall be in the name of "Zetland Lodge, No. 83, A.F. & A.M."

The moneys of the Lodge shall be withdrawn only by cheques signed by the Treasurer and countersigned by the Master, after payment has been ordered by the Lodge, and warrants duly issued by the Secretary and countersigned by the Master.

He shall keep books in which his receipts and disbursements shall be regularly entered, so as to exhibit the balance in hand at any time. The books and vouchers must be ready for inspection by the Master or by the Lodge when required.

He shall, at the close of each year, make up a statement of receipts and disbursements, and submit the same, together with his books, bank pass books, vouchers, warrants, etc., to the Auditors for examination. He shall transfer all moneys and other property of the Lodge in his possession, to his successor in office, immediately after the investiture of the latter. He shall perform such other duties appertaining to his office as the Lodge or the Master may, from time to time, direct.

The Secretary.

The Secretary shall keep the minutes of the proceedings of the Lodge in accordance with the prescribed form.

He shall issue the necessary summons for each Meeting of the Lodge.

He shall maintain the necessary books, registers, card index and filing systems for the proper care of all records, correspondence, papers, documents, accounts and vouchers, relating to the affairs of the Lodge, and shall, at all times, keep such records, etc., in good and regular order.

He shall keep the necessary books showing the accounts of all members with the Lodge, the account with the Grand Lodge, and accounts with any other Lodges, firms, individuals or institutions with which the Lodge may have business dealings.

He shall receive all correspondence, and deal with it in accordance with the instructions of the Lodge or of the Master.

He shall prepare and forward promptly as they become due, all reports and statements required by the Grand Lodge.

He shall receive all moneys due the Lodge, issue receipts therefor, and shall pay over to the Treasurer, without delay, all such moneys and obtain his receipt for the same.

He shall prepare and submit to the Lodge at the Regular Meeting in January, a statement of the receipts and disbursements for the previous year, and a balance sheet showing the financial standing of the Lodge.

As soon as possible after the close of the year (December 27th) he shall present to the Auditors for examination, his books, vouchers and statements, and furnish any other information which the Auditors may require.

He shall perform such other duties appertaining to his office as the Lodge or the Master may, from time to time, direct.

He shall transfer all books, records and other property of the Lodge, to his successor in office, immediately after the investiture of the latter.

The Chaplain.

It is desirable that the Chaplain be a brother in Holy Orders, who shall at all times consider the spiritual welfare of the brethren.

The Registrar.

The Registrar shall assist the Secretary in his duties, shall keep an annual record in the Historical Register of important events in the history of the Lodge, and present the same annually to the Committee of General Purposes. He shall perform such other duties as the Master may, from time to time, direct.

The Deacons.

The Deacons shall attend the Master as required by him in the different ceremonies, both private and public, and shall perform such other duties as are delegated to them by the Master.

The Director of Ceremonies.

The Director of Ceremonies shall see that the Lodge is properly prepared, that all the brethren appear in the clothing prescribed by the Book of Constitution, and, to the best of his ability, see that every brother is placed according to his station. He shall act as Marshal on all public occasions.

The Inner Guard.

The Inner Guard shall attend all meetings punctually at the hour named in the notices, and perform the duties of his office.

The Stewards.

The Stewards shall perform such duties as the Master may direct, and, under the direction of the Junior Warden, assist in the arrangement for refreshments.

The Organist.

The Organist shall punctually and regularly attend all meetings, and take such part in the ceremonies as the Master may direct.

The Tyler.

The Tyler shall prepare the Lodge room for the work of the Craft, act as Outer Guard, see that the members and visitors sign the attendance register, and that they are properly clothed and vouched for before entering the Lodge. After the Lodge is closed, he shall return the paraphernalia to its proper place.

9.—Committee of General Purposes.

There shall be a Committee of General Purposes composed of the Master, all Past Masters, the Officers of the Lodge for the year, the members of the Standing Committees as defined in

“The twenty additional members shall be appointed by a Committee consisting of the Master-elect and four Past Masters elected by open vote for this purpose at the Annual Election of Officers.”

shall elect an additional member, or members at the first subsequent meeting.

The Senior Warden shall act as Chairman. In his absence the meeting shall choose a Chairman pro tem.

The Committee shall meet on the Tuesday immediately preceding each Regular Meeting, and at such other times as called by the Chairman.

Ten members shall constitute a quorum.

It shall be the duty of the Committee to give careful thought and consideration to all matters concerning the interests of the Lodge, and to audit and pass upon all accounts, recommending them for payment if found correct.

It shall inspect the reports of the Treasurer and Secretary before the same are submitted to the Lodge at the Regular Meeting in January. and shall make any recommendations it may deem advisable in connection therewith.

The proceedings of each meeting shall be reported in writing to the Lodge at the next Regular Meeting, for approval and adoption, and when so adopted shall form part of the minutes of the Lodge.

10.—Standing Committees.

There shall be the following Standing Committees:

['The Auditors shall attach a certification to the balance sheet stating that the securities have been examined and found to be as listed on the financial statement.

Two Representatives to the Calgary Masonic Board of Relief (as long as Zetland Lodge continues to be a member thereof), whose duty it shall be to attend the meetings of the Board, and give their best efforts, consistent with the interests of the Lodge, and shall report from time to time to the Lodge.

One Representative to the Calgary Central Masonic Bureau whose duty it shall be to attend the meetings of the Bureau and perform such duties as devolve upon him, at all times looking to the best interests of the Craft.

11.—Membership.

Each petition for initiation or affiliation shall, on being recommended by two members in good standing, be read in open Lodge, and if received shall be referred to a committee. appointed by the Master, for its consideration and recommendation. On being reported upon, the petition shall be dealt with in accordance with the regulations in the Book of Constitution.

An applicant for affiliation shall be considered a member upon being accepted by ballot.

Any brother, whether a member of this Lodge or not, who has rendered important service to the Lodge or to the Craft in general, may, if recommended by the Committee of General Purposes, be proposed in open Lodge, for Honorary Membership. His name, with the names of two members proposing him, shall be inserted in the summons calling the next Regular Meeting, at which meeting he may be elected by unanimous ballot an Honorary Member.

12.—The Ballot.

For initiation and for admission of brethren as members, two black balls or black cubes shall exclude the petitioner.

13.—Fees and Dues.

The fee for affiliation as a member shall be Ten Dollars (\$10.00)*, which must accompany the petition. Upon his election the brother will be entitled to a copy of these By-laws, and if he be from a jurisdiction other than the Grand Lodge of Alberta, a copy of the Constitution.

The fee for being made a Mason shall be One Hundred Dollars (\$100.00), at least one half of which amount must accompany the petition, and the balance shall be paid before initiation. In the event of the candidate not being accepted, the deposit shall be returned to him. The fee shall include the three degrees, Grand Lodge registration, a Grand Lodge certificate, a copy of the Constitution, a copy of these By-laws, and, after he has satisfactorily passed an examination in the three degrees, an M.M. apron.

The yearly dues shall be, for resident members, Fifteen Dollars (\$15.00) per year with a discount of Two Dollars and a half (\$2.50) if paid before the first day of May; for non-resident members Seven Dollars and a half with a discount of One Dollar and a half (\$1.50) if paid before the first day of May.*

A member who is permanently resident outside the City, shall be placed on the list of non-resident members, for the following year.

*Approved by T. Fred. English, Grand Master, Feb. 17th, 1927.

*Approved by the Rev. Canon S. H. Middleton, Grand Master, Jan. 4th, 1930.

14.—Non-Payment of Dues.

In case the dues of a member remain unpaid on the first day of January after the expiration of the year in which the same became due and payable, he shall be in default; and it shall be the duty of the Secretary to read the brother's name in open Lodge at a Regular Meeting, (when instructed to do so by the Master, or by vote of the Lodge) after which a special summons shall be sent to the brother to appear at the next Regular Meeting to show cause why he should not be suspended, a statement of the dues unpaid to be enclosed with such summons. The summons shall be deemed to have been duly served if handed to him personally, or sent by registered mail to his last known address. In the event of the brother failing to appear at the appointed time, or, if appearing, failing to pay his dues, or failing to give the Lodge satisfactory reason for his delinquency and failing to obtain by vote of the Lodge a further specified time for payment, then the Master shall formally declare him suspended from the privileges of Masonry, and the Secretary shall notify the brother of his suspension.

The Lodge shall have the power to remit the whole or any part of arrears of dues; or may suspend the operation of this By-law for a limited period.

15.—Expenditure.

No expenses, other than ordinary current ones, shall be incurred unless by vote of the Lodge previously obtained, nor shall any account be paid, except as hereinafter provided, until it has been passed by the Lodge.

In case of emergency, the Treasurer may, with the sanction of the Master, pay such small accounts for ordinary expenses as may require immediate attention, but such accounts shall, in all cases, be submitted to the Committee of General Purposes for recommendation, and to the Lodge at its next Regular Meeting for ratification.

At the Regular Meeting in December of each year, upon presentation of a recommendation from the Committee of General Purposes, honorariums may be voted to the Secretary, the Organist and the Tyler, or to any of them, for the satisfactory performance of the duties of their respective offices during the year.

16.—Investment.

One quarter of all fees received for initiations, all fees from affiliations, and such other sums as the Lodge may from time to time vote to this fund, shall be held in a separate banking account, and shall be known as The Reserve Fund.

No expenditure shall be made from this Fund, nor any transfer of money made to the current operating account, except by notice of motion given at one Regular Meeting, and duly entered on the summons for the next Regular Meeting, and such motion carried by a majority of the members present at the latter meeting.

“It shall be the duty of the Master and the Treasurer to invest, from time to time, in Trust for the Lodge, such moneys as may be available, in Government or Municipal securities or such other securities as may be authorized by law for Trustee investments. Access to the securities of the Reserve Fund shall be given to the Master and Secretary jointly.”

The Master, being responsible for the Grand Lodge fees, shall cause them to be forwarded as soon as possible after the Regular Meetings in June and December respectively.

18.—Property.

No books, papers, furniture, jewels, paraphernalia, securities or other property of the Lodge shall be sold or otherwise disposed of without notice of such intention being given to every member of the Lodge, and then only by vote of two thirds of the members present at the meeting called for that purpose.

The Master shall see that a correct inventory of the Lodge's property is kept in a book provided for that purpose, and that the Lodge is fully protected by insurance against loss by fire.

19.—Rules of Order.

The following may be the order of business at Regular Meetings of the Lodge:

1. Reading and confirming of minutes.
2. Report of Committee of General Purposes.

3. Reports of Committees upon petitions.
4. Receiving petitions.
5. Passing of accounts.
6. Reading correspondence.
7. Reading names of members twelve months in arrears.
8. Balloting.
9. General Business, motions, elections, etc.
10. Conferring degrees.

All brethren shall observe the first call of the Master's gavel.

The Master may require any motion to be submitted in writing with the names of the mover and seconder thereon.

All motions not otherwise provided for in the Book of Constitution, or in these By-laws, shall be decided by a majority of open votes, each member having one and the Master a casting vote if necessary, (the Master having only one vote on any motion).

The votes of the members shall be given by each holding out his right hand, and shall be counted by the Master or Deacon, unless the numbers be so unequal as to render counting unnecessary.

A member desiring to speak or submit a motion shall rise, respectfully address the Master and confine his remarks to the question, observing due order and decorum.

No brother shall speak twice on the same subject without permission of the Master, unless in explanation, or the mover of a resolution, in reply.

On a point of order being raised while a member is speaking, or when a member is called to order by the Master, he shall at once take his seat. The point of order shall then be stated, and the Master shall decide without debate.

No motion to amend will be in order while two previous motions to amend are under discussion or undisposed of; nor will a motion for the "previous question" be in order at any time.

A motion to "lay on the table," or "to postpone," or "to commit," may at any time be made.

If the Master indicates a desire to speak while a member is on the floor, that member shall immediately be seated that the Master may be heard.

Whenever a question has been submitted for consideration, it cannot be withdrawn without the consent of the Lodge.

Every member present shall vote on every question brought before the Lodge, unless excused by the Master from so doing.

A motion that has been declared lost cannot be renewed at the same meeting.

20.—General.

No member or visiting brother shall disclose or make known by any means whatsoever, outside of this Lodge, any of the proceedings, or of any of the decisions or business of any kind transacted within the Lodge, to anyone not a Mason.

And no member or visitor shall presume in Lodge, either at Labour or at Refreshment, to make use of any profane, irreverent or improper expressions or sentiments, or to introduce any conversation or remarks tending to cause a difference of opinion on national, religious or political subjects, under the penalty, if a member, of severe censure and reprimand; and if a visiting brother, of not again being permitted to visit this Lodge until after a unanimous vote of the Lodge for that purpose.

Upon the initiation of each candidate, and upon the joining of each brother, the Master shall cause this section to be read, so that no brother shall ever plead ignorance.

21.—Amending By-Laws, Etc.

Any action of the Grand Lodge, or edict of the Grand Master which may conflict with any part of these By-laws, shall have the effect of an amendment without any action on the part of the Lodge.

These By-laws, or any part thereof, or others substituted in their stead, may be amended or repealed, or any additional clause or clauses added thereto, only by notice of motion given at a Regular Meeting, which shall be entered on the minutes and inserted in the summons for the next Regular Meeting, when the proposed amendment shall come before the Lodge for decision. Such proposed amendment, repeal, alteration or addition must receive the assent of two-thirds of the members present, and then must be submitted to the Grand Master for his approval before it becomes law.

These By-Laws, when fairly written in a book, shall be signed by the Master and Secretary, and have the seal of the Lodge affixed. Each member is also required to sign them, as a declaration of submission thereto.

One copy shall be delivered to each member free of expense.

We certify that the foregoing By-laws were read and adopted at the Regular Meeting of Zetland Lodge, No. 83, held in the Lodge Rooms, Alexander Corner, at Calgary, Alberta, on the fifteenth day of November, A.L. 5920, A.D. 1920.

LESLIE A. MAXWELL,

Worshipful Master.



V. A. Bowes

Secretary.

Confirmed by:

J. H. S. Kinnis

Grand Master.



Attested by:

S. Y. Taylor.

Grand Secretary.

December 2nd, 1920.

We certify the foregoing By-laws were approved and re-printed on the ninth day of September, A.L. 5930, A.D. 1930.



W. J. SNADDON,

Worshipful Master

George Cromie

Secretary

Confirmed by:

S. M. SNEDDEN,

Grand Master.



Attested by:

J. H. S. Kenna

Grand Secretary.

September 9th, 1930.

